

TRV-5
FBIS 1424-88
1 April 1988



MEMORANDUM FOR: Chief, Motor Pool, OL/FMD
FROM: Chief, FBIS/Logistics
SUBJECT: Request For Bus Transportation

1. FBIS requests the services of the motor pool to provide two Agency buses with drivers on 11 May 1988 from 1530 hours to 2200 hours. We have not established a firm number, but would like to prepare for approximately ninety (90) passengers.

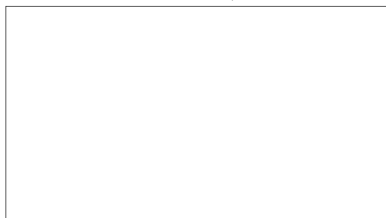
2. We plan to depart the front entrance Key Building at 1530 hours and proceed to FBIS, Reston [redacted] Depart Reston at approximately 1715 hours in order to arrive at the Tivoli Restaurant, Rosslyn (located in the Rosslyn Metro Center) by 1800 hours. We then plan to depart Rosslyn at 2115 hours for return trip to Reston. We also would like to know beforehand what costs to FBIS may apply.

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3. Please contact the undersigned on [redacted] concerning this request. Your cooperation and support in meeting this request would be greatly appreciated.

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1 - Logs chrono

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C/LOGS/AS/FBIS/DS&T [redacted] 1Apr88

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